REPUBLIC OF THE PHILIPPINES BC-CSC		1. NAME OF EMPL		01.040
(Position Description Form)		(Family Name)	(Given Name)	OLIVAS . (Middle Name)
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Acute State University		3. BUREAU OR OFFICE SUC		
Leyte State University		5. WORK STATION/PLACE OF WORK		
4. DEPARTMENT/BRANCH/DIVISION		Baybay, Leyte		
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. Viscab-APRO		7a. SALARY P.A.: P 291,036.00 7b. OTHER COMPENSATION : PERA/ACA		
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE		
Professor III		Professor III		
10. WAPCO CLASSI POSITION	FICATION OF THIS	11. OCCUPATION GROUP TITLE (leave blank)		
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [1st 2nd 3rd 4th 5th 6th [] [] [] []				
 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. 				
Percent of Working Time	DUTIES OSTROD Innelson Corvels			
60% 1. 15 2. 15 3.	 Teaches forestry courses. Prepares course syllabi. Performs research and extension activities. Perform other functions that may be assigned from time to time. 			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Director of Curriculum and Instruction	Vice President for Academic Affairs			
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NONE				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities				
18. CONTRACT General Public Other Agencies Supervisors Management Other (Specify) Occasional [x] [] [] [x] [x] [] [19. WORKING CONDITION Normal Working Condition [x] Field work [] Field Trips [] Exposed to Varied Weather [] Others Specify []			
20. I CERTIFY that the above answers are accurate and complete.				
Receirber J, 2005 Date	EDUARDO O. MANGAOANG Signature of Employee			
21. Describe briefly the general function of the Unit or Section.				
To provide instruction, research and extension services.				
22. Describe briefly the general function of the position To provide instruction in Forestry courses.				
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).				
Education: Relevant masteral degree				
Experience: 5 years of relevant experience: 32 hours of relevant training.				
23b. Licenses or certificates required to do this work, if any. NONE				
24. I HEREBY CERTIFY that the above answers are accurate and complete.				
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	EDGARDO E. TULIN, Director of Curriculum & Instruction Signature and Title of Immediate Supervisor			
25. APPROVED				
	MALL			
	PACIENCIA P. MILAN Head of Agency			
Date				